

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
111-01      **Effective Date:**  
10/6/2016

**Subject:**  
Organization

**Approved by:**

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish the organizational structure and lines of authority of the Farmington Police Department.

### POLICY:

It is the policy of the Farmington Police Department to structure and manage its operations in a manner consistent with sound principles of organizational theory and design.

### PROCEDURE:

The Farmington Police Department is headed by the Chief of Police. Reporting directly to the Chief of Police are the Captain, Inspections and Internal Affairs, Training Division, Accreditation, Records Division, and Information Systems.

1. **Inspections and Internal Affairs** - An assigned Lieutenant is responsible for Inspections and Internal Affairs, the internal administrative investigations of the Department and the Accident Review Process which reviews Departmental motor vehicle accidents;
2. **Training Division** - The Training Division is responsible for training, recruitment/hiring, firearms instructors/armorer, honor guard, volunteers, Intoximeter and equipment;
3. **Accreditation** - The Accreditation Manager is responsible for policy management, agency self-assessment by ensuring compliance with CALEA standards, and the administering, planning, organizing and training involved in the various stages of the Accreditation Process;
4. **Records Division** - The Records Division is supervised by a Civilian Operations Supervisor and Assistant Supervisor/Quartermaster. The Civilian Operations Supervisor is responsible for evidence, purchasing, supplies, archives, and the National Crime Information Center Terminal Agency Coordinators;
5. **Information Systems** - The Information Systems Technicians are responsible for the Local Area Network Management, computer repair and maintenance, application development and maintenance, soft hardware training, and telephone system;

SWAT is used in high risk situations which require special equipment and/or training. These situations include

snipers, barricaded subjects, hostage situations, high-risk warrant service, high-risk raids, dignitary protection, civil disturbance and special assignments as dictated by the Chief of Police or SWAT Commander.

The response for all other circumstances, including environmental incidents and catastrophes, hazardous materials incidents, man-made and natural disasters, and other such exceptional incidents initially falls under the responsibility of the Captain. The Captain may delegate all or portions of the required response as needed or may enlist other departmental services as needed to provide the response appropriate to the incident.

**The following fall under the Patrol Services side of the Captain's responsibilities:**

1. **Patrol Division** - The Patrol Division is the largest and most visible element of the organization. It is the initial response unit to the majority of calls for service. This Division is primarily responsible for the prevention and suppression of criminal activities, general patrol, Community Service Officers and Canines;
2. **Traffic Division** - The Traffic Division's primary roles are enforcement of traffic laws, the investigation of traffic crashes and investigation of DWI related stops and crashes;
3. **The District Coordinator Unit** - The District Coordinator Unit is a Community Policing/Problem Oriented Policing Unit. The District Coordinator Officers are responsible for promoting and facilitating Neighborhood Watch Programs, Business Watch Programs and Community meetings and events.;
4. **Code Compliance Unit** - Code Compliance enforces City Ordinances to maintain cleanliness, appearance, health, welfare and safety of the City of Farmington. The unit works closely together with the District Coordinator Unit;
5. **Animal Control Park Ranger Unit** – Animal Control Park Rangers enforce City Ordinances, and are entrusted with providing community animal welfare services, investigations and enforcement actions. The unit also provides enforcement, safety checks, park services and patrols of the 73 parks located within the City.

**The following fall under the Administrative Services side of the Captain's responsibilities:**

1. **Support Services** - The Operations Specialist is responsible for fleet management and management of the Department owned equipment.
2. **Detective Division** - The Detective Division is responsible for investigations involving alleged crimes against persons or property, juveniles, technical operations, warrant services, Crime Stoppers and School Resource Officers. The School Crossing Guards are supervised by the School Resource Officer Supervisor and their role is to ensure the safe crossing of children in crosswalks before and after school;
3. **Region II Narcotics Enforcement Task Force** - Region II is responsible for the identification and apprehension of individuals involved in the manufacture, transportation and distribution of controlled substances;
4. **Gang Investigation Unit** - Gang Investigators are responsible for gathering, evaluating and maintaining criminal intelligence information on validated Criminal Street Gangs and Criminal Street Gang Members. Gang Investigators conduct interviews with suspected criminal street gang members in an effort to determine if sufficient criteria is known to validate the person being interviewed as a criminal

street gang member. Gang Investigators assist the Detective Division in the investigation of crimes related to Criminal Street Gangs or Criminal Street Gang Members.

5. **Crime Analysis** - The Crime Analyst collects and analyzes crime data for the purpose of identifying crime patterns to aid in the apprehension of criminal offenders, and to assist in the implementation of measures to reduce the opportunity and incidence of criminal activity.

The organizational structure of the Department is shown on an organizational chart. (See the Policy Attachment titled "Organizational Chart") This chart will be updated annually after the budget process, and after each change, by the Chief of Police or Captain. A copy of the current chart is maintained within the PowerDMS system, which is accessible to all Department employees.

### **Unity of Command:**

The Patrol Division is supervised by two assigned Lieutenants. Each patrol shift is supervised by an assigned Lieutenant, and assigned Patrol Sergeants and Corporals. The Detective Division is supervised by a Detective Lieutenant, one Detective Sergeant and two Detective Corporals. The titles Detective Lieutenant, Detective Sergeant, Detective Corporal and Detective are descriptive only and do not represent differences in rank from others in the same pay classifications. Each of these supervisors answers to the Captain.

Each officer and employee is directly accountable to the chain of command of their respective division or shift except when working on a special assignment, incident, extra duty or temporarily assigned to another division or shift within this Department. In these cases, the employee will be accountable to the first-line supervisor over that shift, assignment, event, duty or incident. For performance evaluation purposes employees are accountable to one supervisor, designated as the Lead Evaluator.

Whenever the Department engages in an operation involving more than one division, and/or more than one shift, the overall command of the operation will be assigned to the supervisor of the division or shift initiating the event unless otherwise directed by the Captain or Chief of Police.

Occasions may arise requiring a supervisor to issue an order outside the chain of command. Nothing in this section shall prevent this.

For any given incident, the officer assigned the call will be in charge unless:

1. Relieved by a Traffic Officer on an accident scene;
2. Relieved by a Detective on a crime scene;
3. Relieved by a supervisor.

The Detective assigned the crime scene will be in charge unless relieved by a supervisor.

The officer in charge of an incident will be responsible for securing and protecting the scene, documenting all entries of persons into the scene, and making arrangements for processing of the scene in accordance with appropriate Departmental Policy.

In all instances where a supervisor relieves an officer or Detective, that supervisor will then assume control of the situation.

## **Authority and Responsibility:**

Delegation is a function and tool of good management, when appropriate. The supervisor has the discretion and responsibility to delegate to employees.

When authority is delegated, it shall be the responsibility of the supervisor to insure that the employee being delegated the authority has the power to act and the ability to carry out the assignment. Correspondingly, no one shall be assigned responsibility for work without being delegated authority to direct the manner of its performance.

All employees' delegated authority to act in an assignment will make the necessary decisions needed to achieve successful results. Inherent with delegated responsibility is the latitude to make decisions and take the necessary actions to satisfy the requirements of each assignment. Each employee will also accept the responsibility for the use, misuse or failure to use that authority.

Although employees may be held accountable for their actions, nothing in this policy absolves the supervisor from ultimate responsibility and accountability for the supervision of employees and the use of the delegated authority.